


Royalty Payer Customer ID	Total Check Amount
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Telephone Number

E-Mail Address

Check Total

	A	B	C	D	E	F	G	H
1	 <div> <p>Texas General Land Office Royalty Payment Document GLO-3 Paper Reporting Form (Revised 05-01-2011)</p> <p>Blanket Authorization Number (BAN) _____</p> </div>							
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12	Royalty Payer Name _____					Check Number _____		
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14	Royalty Payer Customer ID _____					Total Check Amount _____		
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17	Prepared By _____					Date Prepared _____		
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19	Telephone Number _____							
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21	E-Mail Address _____							
22								
23			Production					
24	RRC Oil Lease #	State Lease	Oil	Gas	Production	GLO-1 or GLO-2 Reporting	Property Alias	Royalty
25	RRC Gas Well ID	Number			Year/Month	Company Customer ID	Name	Payment Amount
26	RRC Drilling Permit #	(6 digits)			Y Y Y Y M M			(two decimal places)
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29	<div>Instructions to Complete Form</div>							
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52	Check Total							
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Cell: F6

Comment: Blanket Authorization Number (BAN):

Provide the 4-digit Blanket Authorization Number (BAN) assigned to the royalty payer. Must match the BAN assigned to the Royalty Payer Customer ID in the GLO database.

Cell: A12

Comment: Royalty Payer Name:

Please provide the name of the entity submitting the payment. Must match exact format as GLO database.

Cell: F12

Comment: Check Number:

Provide the number of the royalty payment check.

Cell: A14

Comment: Royalty Payer Customer ID:

Enter the Royalty Payer Customer ID. Must match the GLO database. Format is C0000NNNNN.

Cell: F14

Comment: Total Check Amount:

Provide the amount of the royalty payment check. Include two digits to the right of the decimal.

Cell: A17

Comment: Prepared by:

Provide the name of the person preparing this form.

Cell: F17

Comment: Date Prepared:

Provide the date in the format mm/dd/yyyy.

Cell: A19

Comment: Telephone Number:

Please provide a ten (10) digit telephone number where we may contact you.

Cell: A21

Comment: E-Mail Address:

Please provide your e-mail address, if applicable.

Cell: C23

Comment: Production:

Indicate in the proper column whether payment is for Oil or Gas Royalty.

Cell: B24

Comment: State Lease Number:

Provide the GLO state lease number for this report. Enter numbers only. Do not include the alpha prefix, i.e. M-, or MF.

Cell: E24

Comment: Production Year/Month:

Provide the production year and month covered by the royalty payment for this lease. Provide the format of YYYYMM. April 2011 would be reported as 201104.

Cell: F24

Comment: GLO-1 or GLO-2 Reporting Company Customer ID:

Optional field. Provide the GLO-1 or GLO-2 reporting company's 10 digit customer number. If provided, must be a valid GLO customer id.

Cell: G24

Comment: Property Alias Name:

Optional field. Please provide your property number or description.

Cell: H24

Comment: Royalty Payment Amount:

Provide the royalty payment amount for this state lease number for the applicable RRC well ID/RRC Lease #. Include 2 digits to the right of the decimal. The net amount of debits and credits for a given GLO-3 must be zero or greater.

Cell: A25

Comment: Provide one of the following:

RRC Gas Well ID:

If the well is classified as a gas well by the RRC, provide the RRC Gas District and Well ID number(s) for the state lease or unit being reported. Provide the RRC District Number(s) as 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, or 10, and the Well ID as 6 digits.

Example: 01-123456

RRC Oil Lease #:

If the well is classified as an oil well by the RRC, provide the RRC Oil District and Lease #(s) for the state lease or unit being reported. Provide the RRC District Number(s) as 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, or 10 and the lease number as 5 digits.

Example: 01-12345

RRC Drilling Permit #

Provide the RRC Drilling Permit number if the RRC Oil Lease # or RRC Gas Well ID if an RRC number has not yet been assigned by the RRC. Provide the RRC District Number(s) as 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, or 10. Enter as the district and Drilling Permit # as 6 digits.

Example: 01-654321

Cell: G52

Comment: Enter the amount of the royalty payment check.

This number must equal the amount reported as the Total Check Amount. If a single report has multiple pages, the grand total of royalties reported will equal the Total Check Amount. Include two digits to the right of the decimal.